Charter
IT Council – Human Resources Committee

Charter Last Update Approved by Committee: January 3, 2007
Charter Last Modified: January 8, 2007
Committee Established by State CIO, Clark Kelso: May 20, 2004

Current Status: Active Human Resources (HR) Committee

Chair: Gigi Smith
Co-Chair: Caroline Cabias
Vice-chair: Caroline Myers

Scope:
This charter defines the scope, membership, mission, and objectives of the IT Council HR Committee.

Membership:
1. Gigi Smith, DOR, Chair
2. Caroline Cabias, BOE, co-Chair, Classification and Selection Project
3. Caroline Myers, CalSTRS, Vice Chair
4. Margarita Maldonado, SEIU, Administration
5. Claudina Nevis, OCIO, Administration
6. Tina Black, DOJ, Administration
7. Mitch Coppin, POST, Administration
8. Katie Fears, CDFG, Administration
9. Kim Malm, PERS, Sub-Committee Chair- Succession and Workforce Planning, and Recruitment
10. Karen Coffee, SPB, Succession and Workforce Planning
11. Mike Auman, DOF, Succession and Workforce Planning
12. Denise Blair, DMV, Succession and Workforce Planning
13. Karen Lynch, DPA, Sub-Committee co-Chair- Classification and Selection Project
14. Daryll Tsujihara, DPA, Classification and Selection Project
15. Debbie Santos-Silva, SPB, Classification and Selection Project
16. Julie Whitten, DHS, Sub-Committee Chair- Professional Development
17. Alethea Lewis, Treasurer, Professional Development
18. Mike Strazzo, DWR, Professional Development
19. Jim Moody, DTS, Professional Development
20. Ed Echeverria, CDI, Professional Development
21. Cheryl Dobbins, DTS, Professional Development
22. Fei Collier, DHS, Professional Development
23. Bill Peng, CalSTRS, Professional Development
24. John Dong, DHS, Professional Development
25. David Harris, RA, Professional Development

Previous Committee Members:
1. Mitch Coppin, POST, Chair
2. Joe Panora, CYA, Vice-chair
3. Karen Lynch, DPA
4. Andrew Armani, SCSA *
5. Margarita Maldonado, SEIU *
6. Caroline Cabias, BOE *
7. Mike Auman, DOF *

Mission:
The State will strengthen its information technology workforce to meet the needs and challenges of supporting a large and complex public-sector organization in the 21st Century. The structure of the State's technology workforce has not kept pace with the changing technology environment. The State's move to a more customer-centric service delivery approach requires different skill sets not readily available today. Similarly, skills needed to sustain critical legacy systems are being lost due to retirements. The State has not been able to acquire sufficient skills or capacity to easily develop, operate and/or maintain some of the newer technologies and systems that will form the foundation for the next generation of IT. With this in mind, we must prioritize appropriate succession and workforce planning activities over the next three to five years, which include building an effective and comprehensive training program for IT staff and managers.

Objectives:
- Provide oversight and leadership in succession and workforce planning for Technology Professionals
- Modernize the Information Technology Classification Plan and selection System
- Expand Recruiting Efforts for Technology Professionals
- Provide Professional Development for Technology Professionals
- Lead and support the IT Strategic Plan Goal 5 as follows:

"Objective 1
Lead Succession and Workforce Planning
The State will engage in IT succession and workforce planning to assist in the transition of the State's IT workforce to the future generation of IT leaders and workers.
The State faces a workforce crisis in the next several years with a large number of impending retirements. We must have strategies in place to ensure an effective transition. The State will recognize and plan for the replacement of IT employees who will likely leave state service within the next three to five years. This plan will account for the unprecedented number of impending retirements, a focus on increasing diversity, increasing skills gap, and preparation to address newer, and changing technologies.

Actions
1. By January 2007, the State CIO will establish a framework to address statewide IT succession and workforce planning needs.

2. By February 2007, the IT Council's Human Resources (HR) Committee will identify comprehensive training and recruitment strategies to reduce the risks of the 15 identified skills in jeopardy as identified in the Information Technology Managers Academy XIII (ITMA XIII) Skills Gap Report.

3. By May 2007, the IT Succession and Workforce workgroup will complete the Succession & Workforce Planning Tool Kit that includes templates, recruitment and retention strategies, definitions, and instructions.

4. By June 2007, the IT Council's Human Resources (HR) Committee in collaboration with the Department of Personnel Administration will enable the scheduling of training workshops for CIOs and their staff, and HR staff where appropriate, on how to utilize the Succession & Workforce Planning Tool Kit and develop and implement succession and workforce plans.

5. By September 2007, the IT Council's Human Resources (HR) Committee in collaboration with the State CIO's Office will identify implementation success measurements for the completed training and the Succession & Workforce Planning Tool Kit use.

6. By October 2007, the IT Council's Human Resources (HR) Committee in collaboration with the State Personnel Board (SPB) will facilitate the development of a plan to maintain and update the statewide vacancy data by classification verticals developed by the Classification Work Group for exam and recruitment planning.

Objective 2
Modernize the Information Technology Classification Structure and Selection Tools and Methods
The State will modernize the classification structure and selection tools for its technology workforce.

The State must continue to support the IT Human Resources Project objectives of modernizing the IT classification structure. This will more accurately reflect the work functions and skills needed to develop, operate and maintain the State's dynamic technology infrastructure, including programs, systems, services and features, and future technology changes. The classification structure must be flexible to match today's working environment; be easily adapted to changes in technology; and incorporate information developed by the DPA during the 1998-99 study, Service Employees International Union (SEIU)/DPA Labor Management Committee, relevant reports, and subsequent Information Technology Managers Academy XII (ITMA XII) survey data. Additionally, new selection tools will be available to enable the State to more accurately assess knowledge, skills and abilities needed to perform in today's technology environments. The selection tools will provide for a skills-based certification process authorized by enabling legislation, AB 2241.

Actions
1. By September 2007, the DPA will prepare an IT Classification Plan for review and adoption by the 5-Member State Personnel Board. This Plan will serve as the basis for recruitment and exam planning for the new classifications and selection systems, and as a training tool for the State's Chief Information Officers, IT staff and HR communities.

2. By September 2007, the State Personnel Board in collaboration with the Department of Personnel Administration and the State CIO's Office will develop Recruitment and Exam Plans for use with the new IT Classification Plan and Selection System.

3. By September 2007, the Training Workgroup in collaboration with the State Personnel Board will develop and publish a list of common competencies and a staff development strategy for the State's Human Resources practitioners so that they may be better equipped to help improve the IT workforce. The strategy will include: development of IT environment tools which will assist HR practitioners to understand the multi-dimensional environment that IT employees work in, and training for HR practitioners and IT managers and supervisors.

Objective 3
Expanding Recruiting Efforts for Technology Professionals
The State will develop a modern, ongoing recruitment program for IT classifications. This program will include recruitment of technology employees from colleges and universities, the public and private sectors, and the state workforce.

Actions
1. By July 2007, the State CIO, in partnership with the SPB and department stakeholders, will implement a Student Internship that facilitates the movement of students from a formal training and education status to permanent employment with the State.

2. By August 2007, the State CIO, in partnership with the SPB and department stakeholders, will develop a recruitment strategy for the new IT classifications and selection systems. The strategy will take into account, among other strategies, the lessons learned from the November 2005 Associate Programmer Analyst open exam and subsequent statewide open IT exams. The recruitment strategy will focus on attracting well-qualified individuals with technology degrees and/or experience from colleges, universities, trade schools, and the private sector.

Objective 4
Provide Professional Development for Technology Professionals

The State will support and maintain a robust technology training program focused on leadership and communication for all levels of IT management, supervisors, and professional staff. This training program proposes to consolidate resources statewide where feasible to address IT statewide needs. Training will address the core competencies and soft skills articulated in the new IT Classification Plan functional areas, such as project management, network and infrastructure management, applications development and other skills necessary to support current and new technologies.

Actions
1. By February 2007, the IT Council's HR Committee Training Workgroup will provide two additional Leadership for the Government Executive sessions hosted by California State University Sacramento, College of Continuing Education. The program will address required competencies, including soft skills needed to manage and lead in today's IT environments.

2. By June 2007, the State CIO, in partnership with stakeholder departments, DPA and SPB, will sponsor implementation of a basic supervision program for IT supervisors. This program will address both core competencies as well as soft skills needed to supervise in today's IT environments.

3. By September 2007, the HR Committee Training Workgroup will facilitate establishment of a process to update and maintain a Professional Development Curriculum & Catalog, similar to that produced by ITMA XII, but reflective of the IT Classification Plan being readied for adoption by the SPB. The new catalog will be web-enabled and electronically available to improve the ability of state IT employees to meet the IT strategic goals of the State."